

C - O - N - F - I - D - E - N - T - I - A - L

BRIEFING CHECK LIST

Suggested items (not all applicable to all briefings) to be included in the information provided, or sought by, the briefer.

1. Administrative

A. Information Regarding Person or Persons to be Briefed

1. Name of person:
2. Title and Organization:
3. Replacing (name and title):
4. Appointment effective:
5. Accompanied by:
6. Requester (name and phone):
7. Contact (if different from requester):
8. Date agreed on:
9. Time briefing begins and ends:
10. Security clearances:
11. Biography:
12. Has person been briefed by Agency before? When? On What?
13. If briefing large group, numbers in group:
14. From which agency or agencies?
15. How homogeneous is group? Rank, experience, etc.?
16. How sophisticated? In general? As to subject matter on which they are to be briefed?
17. Are they expected to be hostile, friendly, critical, receptive?

B. Information Regarding Physical Facilities

1. Where is briefing to be held? Reservation confirmed?
2. Security of room:
3. Neatness of room:
4. Preparation of room for briefing (appropriate and legible visual aids, maps, etc., set up):

C. Amenities

1. Transportation Arrangements (Who provides? How? Return Arrangements?):
2. Escort arrangements for entry into building and movement within:
3. Coffee Break?

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4. Luncheon?
5. Protocol Visit with senior Agency officials?

D. Planning of Briefing

1. What subjects should be covered?
2. What components should cover them?
3. How much time for each component?
4. Order of presentations?
5. Which persons are allowed to remain for part and which for all of the briefing?
6. Monitor or chairman for briefing to cut off speakers at appropriate times and introduce next speaker:
7. Names of briefers designated by components:
8. Reproduction and dissemination of program:

II. Scope and Content of Briefing

Guidance as to scope and content of substantive, operational and technical briefings should be provided to the briefers by officials of the responsible components. Factors to consider:

What the person to be briefed wants.
What he needs to know.
What a person in his position generally gets.
What his predecessor got.
What he is not entitled to know.

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